



Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY for FAMILY COURT COUNSELOR (Limited-Term Appointment*)

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for a limited-term appointment to the position of Family Court Counselor. The Family Court Counselor is responsible for performing mediation/investigation of child custody and visitation disputes and preparing agreements or recommendations to the Court on custody and visitation arrangements that are in the best interest of the child. This position is located at the William R. Ridgeway Family Relations Courthouse.

***This limited-term appointment is expected to last through 06/23/06.**

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

SALARY: **\$2,230.40 - \$2,581.60 biweekly**
\$4,851.00 – \$5,615.00 monthly

LAST DAY TO APPLY: **Friday, January 27, 2006 at 5:00 p.m. (or until filled)**

ESSENTIAL DUTIES:

Examples of duties performed by the Family Court Counselor include, but are not limited to, the following:

- Conducts state-mandated mediation in child custody and visitation disputes.
- Conducts child custody evaluations as ordered by the Court.
- Conducts Family Court Services Orientation workshops.
- Prepares written agreements and evaluations for the Court.
- Makes recommendations to the Court on custody and visitation arrangements that are in the best interest of the child.

MINIMUM QUALIFICATIONS:

Education: A Master's Degree from an accredited college in Psychology, Social Work, Marriage, Family and Child Counseling, or other behavioral science related to marriage and family interpersonal relationships.

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Possession of a license as a Psychologist, a Marriage Family Therapist (MFT), in Clinical Social Work (LCSW), or as a licensed physician with a board certification in Psychiatry or with completed residency in Psychiatry.

-And-

Experience: Two (2) years experience in counseling, or psychotherapy or both. Prefer experience in a setting related to the areas of responsibility of the family counseling, child protective services or family conciliation.

Knowledge of:

Principles, practices and theories of adult and child psychology; principles and methods of case management; crisis intervention, mediation and risk evaluation techniques; family therapy techniques; physical abuse, sexual abuse and chemical dependency issues; conflict resolution techniques; available community resources; applicable laws, statutes, regulations and guidelines governing family law issues.

Ability to:

Mediate and evaluate child custody disputes; assess clients for potential risk from violence, substance abuse and physical/sexual abuse; make recommendations to the Court on custodial arrangements to best serve the interests of the child; prepare and organize comprehensive and complete reports and recommendations; negotiate mediation agreements; establish and maintain effective working relationships with individuals from varying socio-economic backgrounds, often in difficult and stressful circumstances.

DESIRABLE QUALIFICATIONS:

- Experience in Family Law child custody cases is highly desirable.
- Experience in family counseling, child protective services or family conciliation.
- Experience writing reports for the Court and/or related agencies.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, January 27, 2006** *(or until filled)*. Applications received by the final filing date of January 27, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Family Court Counselor position must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, January 27, 2006** *(or until filled)*. Applications received by the final filing date of January 27, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

FAMILY COURT COUSELOR SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates to interview.

Please include your name on each page of your response and limit your total response to no more than one (1) page per question.

1. Describe how your education and experience qualifies you for the Family Court Counselor position.

2. Describe your experience writing reports for the Court and/or related agencies. Include in your response the nature of the reports, approximate number of reports written per month and for whom they were written.

3. Describe your experience with the Family Law Court Process and your knowledge of Family Court Codes and Statutes.

4. Describe your experience with family counseling, family law child custody cases, child protective services and/or family conciliation.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.